Arizona Commission on the Arts

Guide to Grants for Organizations and Schools 2012-2013

Fiscal Year 2013 Grants

OVERVIEW

Grant Deadline: Thursday, March 15, 2012

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INTRODUCTION

One of 55 state and jurisdictional arts agencies, the Arizona Commission on the Arts is an agency of the State of Arizona that supports a statewide arts network. The agency is governed by a 15-member Governor-appointed Commission and a professional staff, grounded in the arts. The Arts Commission receives and administers funds from the State of Arizona and the National Endowment for the Arts, and directs this funding to organizations and programs that contribute to the growth and stabilization of the arts, impact student learning, nurture and develop artists' craft and skills, preserve the rich traditions of Arizona communities, and encourage participation by citizens of all ages and abilities.

Awarding grants to Arizona arts organizations and schools is at the center of the Arts Commission's service. In this effort, grant applicants are our partners, bringing arts experiences directly to people throughout Arizona. To help carry out this mutual goal, the Arts Commission provides a variety of funding opportunities that enable schools, organizations and community groups to carry out projects, and through general operating support, to maintain ongoing, high quality public arts programming.

What's New This Year?

Applicants who have previously applied and received Arts Commission grants should pay special attention to the following changes to the agency's grant programs:

- **APPLICATION BUDGET SUBMISSION – CULTURAL DATA PROJECT: All applicants to the GOS and Festivals grants categories are required to submit their organization's budget information using the Arizona Cultural Data Project** (www.azculturaldata.org). Applicants must then generate a CDP Funder Report consisting of **at least 2 most current fiscal years** worth of financial data through the Arizona CDP website. *Applicants not utilizing CDP will be considered ineligible.* Along with the CDP Funder Report, the Arizona Commission on the Arts requires that applicants provide budget notes in the EGOR application to explain in-kind support, variances over 15%, and debt or cash reserves. See the GOS Guide for more information.

- *Funding/Review Criteria:* The review criteria for all grant areas have been reviewed and revised.

- *Grants on Hiatus:* Due to sustained reductions to the Arts Commission's grantmaking budget, Partners in Arts Learning Grants, discipline-based Project Grants and Arts Link to Tourism and the Economy (ALTE) are on hiatus for the 2012-2013, fiscal year 2013 cycle.

- *Festival Grant Funding/ Review Criteria:* For the fiscal year 2013 grants cycle, Metro Phoenix/Metro Tucson organizations may not apply for support for both a **Festival Project Grant** and a General Operating Support (including **Organizational Development Grant**, **General Operating Support Levels I, II, or III,** or **Basic/Locals Aid**). Additionally, up to 10 of the grant review panels' top-ranked festivals may receive merit-based $1,000 awards *in addition to* the flat $1,500 Festival Project Grant award, as well as an "Arizona Commission on the Arts Superfestival" distinction for the grant cycle (based on the availability of Arts Commission funds).

- *Festival Grant Eligibility:* The definition of a festival eligible for Arts Commission grant funding has been reviewed and revised.

- *Education Plans:* Applicants applying for Basic or Locals Aid level of general operating support are **required to submit an updated Education Plan along with their grant application.** An updated Education Plan for FY2013 must be reviewed and signed by the organization's Education Manager. Education Plans will be reviewed by Arts Commission staff. See the GOS Guide for more information on related review criteria.

- *Alternate Year GOS Applications:* Applicants may submit full applications in their alternate year **only if they are able to enter a different GOS level or are a new applicant**. Arts Commission staff has the authority to request that an organization submit a full or alternate year application, regardless of alternate year status, in a year where an organization is undergoing dramatic artistic, programmatic or management changes.

- Application Draft Review by Arts Commission Staff: Due to reductions in staff following several years of legislative budget decreases, Arts Commission staff is no longer able to review draft applications for General Operating Support or Festival Project Grants. For information about draft review in the area of Arts Learning, see the Guide to Grants for Arts Learning.

2012-2013, Fiscal Year 2013 Grant Application Deadline for Organizations and Schools

The deadline for online application submission is Thursday, March 15, 2012.

Please be aware that some grant areas require Letters of Intent to Apply which must be **received by Friday, February 24, 2012**. These requirements are outlined in the Guide to Grants documents.

The Arts Commission office will be open until 5pm on Thursday, March 15, 2012 for applicant assistance. EGOR will accept complete applications until midnight on Thursday, March 15, 2012.

The Arts Commission does not advise waiting until the day of the deadline to submit applications. The EGOR server (maintained out-of-state) experiences a high volume of activity during the final hours of the deadline date, and has been known to become slow to respond.

EGOR provides an automated email response confirming that an applicant's electronic submission has been received. If an applicant does not receive such a confirmation, they are advised to contact the Arts Commission.

Required supplementary materials must be submitted according to posted guidelines (see Guide to Grants documents) and uploaded to EGOR by Thursday, March 15, 2012.

How to Get Help

Please feel free to contact Arts Commission staff to discuss any part of the grant application process. Relevant Arts Commission staff contacts have been listed throughout the Guide to Grants documents.

Staff receives a high volume of calls and inquiries as the deadline nears, particularly during the week of the application deadline. Because staff lead many programs and travel to sites around the state, if you require assistance, you are encouraged to contact staff well in advance of the deadline.

New applicants are encouraged to contact Arts Commission staff well in advance of the deadline to discuss proposed project(s).

THE GRANT PROCESS

Overall Eligibility

An applicant must be incorporated as a nonprofit organization or school with tax-exempt status under Section 501(c)3 of the Internal Revenue Code; or be a unit of government.

Unincorporated Arizona organizations may apply for Arts Learning Grants, Festival Project Grants, Organizational Development Grants, and General Operating Support Grants (Level I only) through a fiscal sponsor. The fiscal sponsor organization must be a 501(c)3 or governmental organization.

Unincorporated Arizona organizations applying for Arts Commission grants must:

- Identify the fiscal sponsor (on the Organization Profile page in the EGOR application).
- Provide a Fiscal Sponsor Letter of Agreement (uploaded with supplementary materials). If using a Fiscal Sponsor, an organization must scan and upload a letter **signed** by both authorizing officials from the grantee organization and Fiscal Sponsor. The letter must state that the Fiscal Sponsor agrees to receive any grant funds on behalf of the grantee, distribute them to the grantee organization and maintain appropriate financial records.
- Include the fiscal sponsor's 501(c)3 letter (uploaded with supplementary materials).

Acting as a fiscal sponsor does not jeopardize the sponsor's own grant application(s). Both the applicant and the fiscal sponsor should research and clearly understand the legal implications of this relationship.

Note that applicants who received Arts Commission funding in fiscal year 2011 but failed to file a final report received by Monday, August 2, 2011 are ineligible to apply for fiscal year 2013 grants.

Amount of Grant Award and Match Requirement

Because limited funding is available, grant awards are in most cases less than the full eligible amount. The amount of funding available for 2012-2013, fiscal year 2013 is dependent on the level of funding from the State of Arizona and the National Endowment for the Arts. Considerations in determining grant awards include:

- The minimum grant award is $750. Your budget must include at least $1,500 in eligible fees.
- All grant awards are based on organizational operating income and must be matched with cash (at least 1:1) by the organization.
- While in-kind contributions are useful in demonstrating support for a project, they may not be used to match grants unless the contribution meet the following definition:

  o *Donated services are recognized as contributions if the services (a) create or enhance non-financial assets, or (b) require specialized skills, are performed by people with those skills, and would otherwise be purchased. The fair value of volunteer services cannot be recognized as eligible in-kind revenue, as they do not meet the criteria for recognition under generally accepted accounting principles.*

In general, no organization may receive more than 15% of its overall budget from the Arts Commission.

Each grant program has particular guidelines for determining eligible fees and matching requirements. Applicants are encouraged to refer to the Guide to Grants documents to determine funding scales and eligible fees within different grant categories.

Grant Application Limits

The Arts Commission limits the **number of applications** that may be submitted by an applicant, as follows:

- Nonprofit art organizations = 2 applications maximum (GOS and Festivals if eligible)
- Local Arts Agencies = 2 applications maximum (GOS and Festivals if eligible)
- Tribal Cultural Organizations = 2 applications maximum (GOS and Festivals if eligible)
- Government departments and agencies = 1 application maximum
- University/college departments = 1 application maximum
- Individual schools = 1 application maximum
- School district departments or units = 1 application maximum
- Social Service Organizations = 1 application maximum

The following chart demonstrates the types of grants for which different applicants are eligible to apply:

	Nonprofit Arts Organizations (if eligible)	Local Arts Agencies (if eligible)	Tribal Cultural Organizations (if eligible)	Government Departments or Agencies	College & University Departments	Individual Schools	School Districts or Units	Social Service Organizations
ODG, GOS, Basic/Locals Aid	X	X	X					
Festival Project Grants	X	X	X	X	X			X
Arts Learning Project Grants				X		X	X	X

PLEASE NOTE:

During the 2012-2013, fiscal year 2013 grants cycle, Metro Phoenix/Metro Tucson organizations may not apply for support for both a **Festival Project Grant** and a General Operating Support (including **Organizational Development Grant**, **General Operating Support Levels I, II, or III,** or **Basic/Locals Aid**). If a Metro Phoenix/Metro Tucson applicant submits a Festival Project Grant application as well as an application in any GOS area, the applicant will be asked to withdraw one of the applications prior to the panel review.

Continuing Support and Financial Need

Grant applications are evaluated annually according to published evaluation criteria. An award granted one year does not automatically indicate that review panels in subsequent years will continue to recommend support.

The Arts Commission continues its support of service organizations.

The Arts Commission has adopted a policy stating that "financial need" is not a criterion in determining funding. Both large and small arts organizations are encouraged to plan for the future by developing working capital or other reserves. An applicant that has an endowment or other reserve will not be penalized in the grant review process.

Who Reviews Grant Applications?

Applications are reviewed by peer review panels, comprised of volunteer panelists who are experts and experienced lay-people from across Arizona that assess applications' strengths and weaknesses according to published evaluation criteria.

Review panels are constructed annually by Arts Commission staff, who select panelists from submitted panel nomination forms as a part of the Arts Commission's open panelist nomination process.

Arts Commission staff also seek out panelists who provide diverse cultural, gender, experiential, generational and geographic representation, as well as panelists who represent people of different abilities.

Each review panel is chaired by a non-voting Governor-appointed Commission member.

Life of a Grant Application

*Note: Arts Commission deadlines are **received-by** (not postmarked), unless otherwise indicated.*

January 2012:

Guide to Grants documents for the 2012-2013, Fiscal Year 2013 Grant Cycle are posted on the Arts Commission website. The EGOR application system opens for application submission.

February 24, 2012:

Deadline to **receive** Letters of Intent to Apply, required of applicants to some grant areas or for new applicants to Arts Commission grant programs.

March 15, 2012:

Deadline for grant applications and supplementary materials to be submitted through EGOR for 2012-2013, Fiscal Year 2013 Grants for Organizations and Schools.

May 2012 (dates and locations TBA):

Applications are reviewed by peer review panels, during the Fiscal Year 2013 Review of Grants for Organizations and Schools. Each panel, chaired by a non-voting Governor-appointed Commission member, makes recommendations to the Commission regarding which applications receive priority in funding. Arts Commission staff does not vote in the process. Meetings are open to the public.

June 2012 (date and location TBA):

The Arts Commission staff and board convene for a final decision on grant awards based on the priority recommendations of the panels and available funding. Meeting is open to the public.

On or near July 1, 2012:

Notifications are mailed to applicants regarding the status of their applications (complete Arts Learning grant notification packets are mailed in August). Prior to July 1, staff will not respond to inquiries related to the funding status of grant applications. Applicants may check on the status of their applications in EGOR after July 1.

August 2012:

Grant recipients must return signed award agreements and other related forms to *confirm their intention to claim their grant award* during the fiscal year.

For FY2012 Grant Recipients, 2011-2012 Final Report and Accessibility Statement must be submitted by Monday, August 1, 2012.

July 2012 – May 2013:

Grant recipients must submit relevant materials to the Arts Commission to *request payment for their grant.* In most cases and if the grant recipient can provide required materials, payments can be requested 45 days in advance of a project or event. However, due to the quarterly delivery of operating funds to the Arts Commission, payments can take up to 4 to 6 weeks to process.

Funded organizations are required to submit a Final Report within 30 days of completion of a project or grant period. Final Reports are submitted electronically through EGOR.

THE ELECTRONIC GRANTS ONLINE RESOURCE, or EGOR

What is EGOR?

The Arizona Commission on the Arts uses an online grants application system, the Electronic Grants Online Resource, or EGOR, to receive and review grant applications. This electronic grants application system allows the Arts Commission to capture and archive applicant information, and allows grant review panels to review applications in consistent formats and structures.

The Arts Commission will not accept applications by means other than EGOR. If applicants do not have internet access, they are advised to contact local public libraries and local arts agencies, many of which offer public internet access. If extenuating circumstances prohibit applicants from using EGOR, they are advised to contact the Arts Commission well before the application deadline to make alternative arrangements for application submission.

General Instructions for Completing an Application in EGOR

Before preparing applications, applicants are encouraged to thoroughly review the Guide to Grants documents relevant to their grant application(s). These documents outline the application questions and evaluation criteria, and describe required supplementary materials.

Applicants are encouraged to develop responses to all application questions and information requests using word processing software and to copy and paste completed responses into the EGOR application.

Within the EGOR system, applicants are presented with a series of questions and requests for information. Some of these questions and requests require applicants to use check boxes and drop-down selection screens, and others require a narrative response.

For narrative responses, applicants should use upper/lower case letters (not all caps). Formatted text is not accepted by EGOR: applicants cannot bold, italicize or underline text, or change font style or size.

Narrative responses are limited to a maximum character (not word) count. Note the maximum number of characters before developing narrative responses. Applicants will be notified if the maximum character count has been exceeded. **For numeric amount responses, enter only whole numbers (no decimals, commas or dollar signs).**

Applicants must tab or mouse from question to question, and are advised not to use the "enter" key to move to different areas of the page. When an applicant hits "enter," the system will attempt to save the page, at which point applicants who have not yet completed the page may receive an error message. EGOR will not allow applicants to submit incomplete applications.

EGOR "times out" if an applicant remains on one page for an extended period of time. To avoid losing work, please save often. If applicants choose to enter placeholder information into a field to progress through EGOR, they are responsible for updating this information before submitting the application. Once submitted, applicants no longer have access to their grant application(s).

Applicants must review their responses and edit applications to meet the specifications outlined in the Guide to Grants documents. There is no spell check feature within EGOR.

Again, applicants are encouraged to develop responses to all application questions and information requests (including budget information) using word processing software, wherein applicants can spell-check and monitor character count. Applicants are further encouraged to save often, and once responses are complete and edited, to copy and paste responses into the EGOR application.